

Driving Standards Policy

MJ Hughes Limited consider that nothing is so important that it cannot be done safely, with road safety being as important as health and safety on site.

The health and safety of vulnerable road users, the traveling public and our drivers is fundamental to our success. We believe there is never any conflict between the company's long-term success and our obligation to keep employees and members of the public safe by continually reducing our work related road risk.

Drivers have ultimate responsibility of the vehicle when on the road. Through a driver's action or inaction they can directly affect the safety of vulnerable road users, other road users and themselves. To help the driver identify their legal and company responsibilities we will issue management policy **IMSP-022** Driver Responsibility.

To ensure the safety of vulnerable road users, other road users and our drivers, we have assessed our work related road risk and identified control measure measures to reduce the severity and likelihood of a hazard occurring. This control measures are communicated to all drivers through the issued risk assessments. All drivers must comply with the communicated safe systems of work and risk assessment. Where the driver believes that they have been asked to do something unsafe, they have the right to refuse to work as detailed in the operating procedure **IMSD-021** Refusal to work procedure. No reprisal action will be taken against a driver who refuses to work because they believe it is unsafe to do so. Drivers are also positively encouraged to report and directly resolve any safety failings using the observation card system detailed in **IMSD-095** Observation Card Policy or report none safety critical issues to our workforce elected safety representatives,

Speed Limits are a legal requirement and are integral to driving safely. To assist drivers with adhering to the roads speed limits we will: assess drivers before they drive for the company, issue a copy of the highway code to all drivers, deliver ongoing training about speed limits, track all vehicles speeds for speeding violations and pre-set vehicle speed limiters. Failure to adhere to the road speed limits will result in enforcement agencies prosecuting the driver of the vehicle.

Vulnerable road users include: pedestrians, cyclists, motorcyclists and are the group of road users most at risk of serious injury and death from our vehicles and their movements on the road. To reduce the likelihood of striking a vulnerable road user we expect all drivers to: follow specified traffic routes, follow and understand our safe systems of work and be familiar with fleet management policy **IMSP-024** Safety of Vulnerable Users Policy.

When a break down occurs, drivers should ensure that all road users are kept safe and made aware of the hazard of the broken down vehicle and then report the break down to the Transport manager on **07715 656925** to arrange for recovery. Where breakdowns occur out of hours, then the Transport manager can still be contacted on **07715 656925**. Drivers will be briefed and issued a copy of fleet management policy **IMSPR-033** Breakdown and Recovery Procedure.

Driver's must ensure that all vehicle safety equipment is present and defect free as part of their pre-use daily inspection checks. Where safety equipment is damaged or missing it must be reported to the supervisor immediately and the vehicle quarantined from further use until the fault has been rectified. It is the driver's responsibility to ensure that all passengers use the safety equipment provided for passenger protection.

MJ Hughes Limited requires that all driver mobile phones are switched on to silent and placed in a secure location beyond arms reach from the driver. Mobile phones can only be used by the driver if the vehicle has been parked in a safe place, the engine has been isolated and the vehicle handbrake has been engaged. We advise all supervisors to text instructions to drivers and never repeatedly phone the driver if they know they are driving. All drivers must comply with fleet management policy **IMSP-025** Managing driver distraction policy,

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In-car technology use is distracting to drivers and it is an offence to operate in-car technology whilst driving. It is MJ Hughes policy that driver's are prohibited from operating any in-car technology whilst driving and are advised to pre-set sat-navs and other technology before embarking on their journey. Further information is contained in fleet management policy **IMSP-025** Managing driver distraction.

Driver impairment through drink and drugs puts everyone at risk and is unacceptable by any employee. Due to the safety critical nature of our work, MJ Hughes drugs and alcohol limits are stricter than legal drugs and alcohol limits. We advise that employees never partake of drugs and restrict drinking to Fridays and Saturdays. All employees are briefed and issued a copy company policy **IMSP-019** Drugs and Alcohol policy. Failure to adhere to this policy will result in dismissal.

MJ Hughes does not expect any driver to report to work tired. We ensure that when work is programmed, a maximum duty period of 12 hours is adhered to, this includes traveling time. We will monitor and enforce driver's hours to ensure that drivers have at least 45 minutes rest for every 4.5 hours of driving and at least 15 minute break for every 6 hours of work. A period of at least 24 hours must pass before drivers change their shift from day to night or night and day. All employees are briefed and issued a copy company policy **IMSP-033** Driving Hours Working Time Directive Policy. Failure of drivers to accurately record their breaks may get directly fined by enforcement agencies and repeated failure will escalate disciplinary action taken by MJ Hughes.

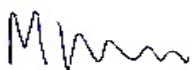
Driver should always park considerately and never block public access routes. When parking the driver must always isolate the vehicles engine, engage the handbrake and remove the keys from the vehicle. When the vehicle is not attended, all doors must be fully locked. This will reduce the likelihood of the vehicle being stolen or accessed by unauthorised personnel.

Vehicle emissions are harmful to both people and the environment. The simplest measure to reduce unnecessary emissions is to reduce the time vehicle engines spend idling. Drivers that are not traveling and have not engaged the vehicle's PTO switch must switch off their vehicle's engine where possible. Further information is contained in fleet management policy **IMSP-030** Engine Idling Policy.

We will confirm the presence of these arrangements to our supply chain partners.

The Managing Director, who has overall responsibility for this policy, will ensure the provision of adequate resources for its implementation and will regularly assess the continuing improvement of our Fleet's capabilities and reduction of work related road risk.

This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually.



Michael Hughes
Managing Director

Dated: 01/02/21